



Postal Clerk

Characteristics of Work

Duties of Postal Clerk include performance of work involved in making distribution of incoming and outgoing mail based on knowledge of the distribution scheme established for the office in which employed. The work includes receiving letters and parcels; selling postage stamps, post cards, and stamped envelopes; weighing parcels on scales and computing mail cost based on weight and destination; verifying weight of letters and parcels; computing cost of registered and insured letters and parcels; filling out and selling money orders; registering and insuring mail and computing mailing cost of letters and parcels; placing mail in pigeonholes or into bags according to state, address, name of person, organization, or other schemes; and examining mail for correct postage. Supervision is usually received from a Postal Clerk Supervisor or an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Makes distribution of incoming and outgoing mail based on knowledge of the distribution scheme established in the office where employed.

Receives letters and parcels and sells postage stamps, post cards, and stamped envelopes.

Weights parcels on scales and computes mailing cost based on weight and destination.

Computes cost of registering and insuring letters and parcels.

Sells postal money orders.

Places mail into pigeonholes of mail racks or into bags according to state, address, name of person, organization or other schemes.

Examines mail for correct postage and cancels mail using rubber stamp or canceling machine.

Records daily transactions on printed form.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Performs mail carrier duties involved in distributing and collecting mail.
2. Prepares and organizes mail for post office and/or private overnight carriers to process.
3. Performs general post office services.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand. The incumbent is occasionally required to sit; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Six (6) months of experience related to the above described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.